

Name of Person Filing: _____
Address: _____
City, State, Zip Code: _____
Day/Evening Telephone: _____

**SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY**

State of Arizona
Plaintiff

CR _____

Vs.

Title: _____

Name of Defendant

(The section below must be written to explain your request – what you want the Judge to order if he/she grants your request (Motion). If the Judge agrees with your request, he/she will sign an order or issue a “minute entry” noting his/her decision.)

Today's Date: _____ Your Signature: _____

This page must be completed and attached to the last page of your motion/request.

I have filed the ORIGINAL of the attached document(s) on _____, _____,
Month Day 201____ with the
Clerk of the Superior Court of Arizona in Maricopa County.

I have mailed/delivered and COPY of the attached document(s) on _____
Month
_____, 201____ to Judge _____.
Day (The Judge assigned to your case)

I have mailed/delivered a COPY of the attached document(s) on _____
Month _____,
201____ to: COUNTY ATTORNEY _____
Day Address

By signing below, I verify that I have filed/mailed the attached document(s) as shown above. I understand if I do not file/mail the attached document(s) as shown above, the judge in my case will not read my request/motion.

Signature

Date

INSTRUCTIONS: HOW TO SUBMIT A MOTION (Criminal case type only)

STEP 1: COPIES

Make three (3) copies of your Motion

File the **ORIGINAL** Motion with the Clerk of the Court and ask to have the 3 copies stamped. These are called "conformed copies" and serve as proof the original was filed.

STEP 2: PROCESSING YOUR MOTION IN PERSON

Deliver one (1) copy of the Motion to the Judge assigned to your case and one (1) copy of the Motion to the County Attorney

Downtown - County Attorney & Judicial drop off boxes currently located in the Central Court Bldg, 2nd floor.

Mesa - County Attorney & Judicial drop off boxes currently located in Suite 1350, 1st floor.

Keep one (1) copy for your own records.

Or

PROCESSING YOUR MOTION BY MAIL

If you are filing your paperwork through the mail, you must include two envelopes with the proper amount of postage for processing.

1. One (1) postage paid envelope self-addressed for your records.
2. One (1) postage paid envelope addressed to the County Attorney at 301 W. Jefferson St, Phoenix, AZ 85003.

The third conformed copy will be forward to the Judge by the Clerk of Court's office.

STEP 3: WAIT TO RECEIVE NOTICE FROM THE COURT

After you have filed your Motion, the Judge may enter an Order or a Minute Entry advising you of his/her decision. You should receive notice from the court via the mail

FAILURE TO FOLLOW THE ABOVE PROCEDURES COULD RESULT IN A DELAY IN YOUR REQUEST.